Registering for My NCBI

1. Click on Register in the My NCBI box (registration is only needed once)
2. Create a user name and password (these are case sensitive)
3. Choose a security question and answer
4. Provide your email address if you want to receive updates of search results (not available in all Entrez databases and this option may be changed later)
5. Click Register

If you provide an email address with your registration, you will receive an email from NCBI requesting confirmation. Click on the link that is provided in the email. After confirming your email address, you can start setting up automatic emails for search alerts.

Once you have registered, you will see a "Welcome user name" in the NCBI box indicating you've successfully registered and are signed in.

Signing in and Out

1. Click on **Sign In** in the My NCBI box or on the My NCBI link under **PubMed Services**
2. Enter your user name and password
3. Optional: Check the **Keep me signed in unless I sign out** to create a permanent cookie so that after you sign in, My NCBI will be indefinitely available from your computer without signing in again. If not, your account will be active for your current session only and you will be automatically signed out after you close your browser window
4. Click on **Sign Out** in the My NCBI box anytime to sign out

Password help is available by clicking on the *"I forgot my password"* link. Your password may be changed, but your user name is permanent.

Saving Collections of Bibliographies

Saving results to a permanent collection is a two-step process: results are first sent to the clipboard and then to My NCBI Collections.

1. Run a PubMed search, and then on the results page select the desired items using the check boxes; if no items are selected, all results up to 500 items will be sent to the clipboard
2. From the Display line, use the **Send To** drop-down menu and click on **Clipboard**
3. Click the **Clipboard** tab, select items to be saved. Note: if no items are selected, all results will be saved
4. Select My NCBI Collections under the **Send To** menu
5. In the **Save Collection** pop-up window, create and name a new collection or append the results to an existing collection; delete the saved items from the Clipboard if desired

From the Collection tab under **My Saved Searches and Collections**, individual items in the collection may be examined or deleted, the name of the collection can be changed, the entire collection may be sent to the PubMed results screen or be deleted. Each collection may have up to 1500 items; each My NCBI account may have up to 100 collections.

PubMed

PubMed® is the U.S. National Library of Medicine's premiere search system for health information. It is available free on the Internet at **http://pubmed.gov**

My NCBI Features

My NCBI is a tool that retains user information and preferences to provide customized services.

- Save searches and/or bibliographies
- Set up automatic email updates of searches
- Manage searches and update schedules
- Select filtering options to customize and group search results
- Display links to a library's full text articles through LinkOut
- Apply User Preferences including highlighting search terms and changing email addresses
- Use Document Delivery Service options
- Find additional resources for use by libraries

PLEASE NOTE: To be able to use all the features of My NCBI, your Web browser must accept cookies and pop-ups. Add the following URL to your "Allowed Sites": http://www.ncbi.nlm.nih.gov

Assistance and Training

The NCBI left side bar provides links to **Overview, Help, FAQ**s**,** and online **Quick Tours.** The direct link to **My NCBI Help** is:
http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=help pubmed.section.pubmedhelp.My_NCBI

Saving and Managing Searches

1. Run a search in any Entrez database
2. Click on **Save Search**, located next to the search box. A new window opens up. Answer the questions

| end stage renal | Go | Clear | Save Search |

3. Click **OK**
4. To see your saved searches, click on **My NCBI** in the box or on **Saved Searches** in the left side bar when signed in

Setting Up Automatic Email Updates

In most Entrez databases, when you click on **Save Search** you are asked if you would like to receive email updates of new search results automatically and according to a schedule that you determine. Automatic email updates can only be sent to email addresses that have been confirmed either at registration (see Registering for My NCBI) or through User Preferences.

Save Search

Your search in PubMed
end stage renal

Enter a name for your search: end stage renal

Would you like to receive e-mail updates of new search results? ○ No ○ Yes

To change the schedule of an automatic email update set previously, click on **My NCBI** in the My NCBI box. The **My Saved Searches** box appears. From the link in the Details column, change where, when, how, how often and/or if the search is to be emailed.

■ My Saved Searches

Search Journals	Last Updated	Details
☐ library	1 year ago	No Schedule

Search PubMed

☐ osteoarthritis	1 day ago	Weekly
☐ breast cancer	7 months ago	No Schedule
☐ athletic injuries	1 year ago	No Schedule

NCBI PubMed — National Library of Medicine NLM — My NCBI — Welcome Member. [out]

All Databases | PubMed | Nucleotide | Protein | Genome | Structure | OMIM | PMC | Journals | Books

Search [PubMed ▼] for [end stage renal] [Go] [Clear] Save Search

About Entrez / Text Version

| Limits | Preview/Index | History | Clipboard | Details |

Display [Summary ▼] Show [20 ▼] Sort by [▼] Send to [▼]

| All: 14518 | Clinical Trial: 976 | Female: 7753 | Review: 2849 📌 | uiclib: 10135 |

My NCBI Filter Tabs

Use the filters to group search results by areas of interest. You may set up to five tabs which appear below the Display/Show command boxes. Your filter selections are in effect only when you are signed in to My NCBI.

To Set Up Filter Tabs

1. Click on **Filters** from the left side bar
2. Select a database, for example, PubMed
3. Choose from the Commonly-Requested Filters from the **Quick Pick** tab.
4. Click in the boxes to select or deselect filters

Filter Selection: grouping search results

Quick Pick   Browse   Search   My Selections

You may select these commonly-requested filters or use Browse to see all filters for this database.
Configure > PubMed
Commonly-Requested Filters

Additional options:
- **Browse** presents the three filter types:
  1. Link-Out – to group records with links to resources provided by outside organizations including a local library (see Additional Filtering Options)
  2. Links – to group records with links to other Entrez databases.
  3. Properties – to group records by subject areas, such as age groups, gender, languages or specific subsets
- **Search** for filter names and descriptions
- **My Selections** displays the active filters and icon settings

Additional Filtering Options

- To change filter settings, click on **Filters** from left side bar or the tool icon on the search results page
- **Link-Out** – to view resources owned and/or accessed by your local library (for example):
  1. Click on Filters from left side bar or on the tool icon
  2. Select PubMed
  3. Select Browse then Libraries under LinkOut
  4. Click on your library
  5. Check the box next to "Add a result tab …" and/or the "Add a link icon … ." There is no limit to the number of icons permitted (only five tabs are allowed)

Additional Searching Option

- When you click on a Filter tab, a tack symbol will appear in that tab. Click the tack to append the filter to your search (e.g. end stage renal AND "review"[Filter])

Other Features

- **User Preferences:** Store an e-mail address permanently, highlight search terms, and changing the way the Links menu displays available from the User Preferences link
- **Document Delivery:** NLM PubMed's default document delivery provider is Loansome Doc but other services are available
- **Libraries & Institutional options:** These include an Outside Tool for libraries and the option for institutions to create shared accounts